

QUANTERA

QuantERA ERA-NET Cofund in Quantum Technologies

Electronic Submission System

Call 2017 Pre-proposal Submission Guidelines

Call Information: Mathieu Girerd (mathieu.girerd@anr.fr – Tel.: +33 1 7354 8213)

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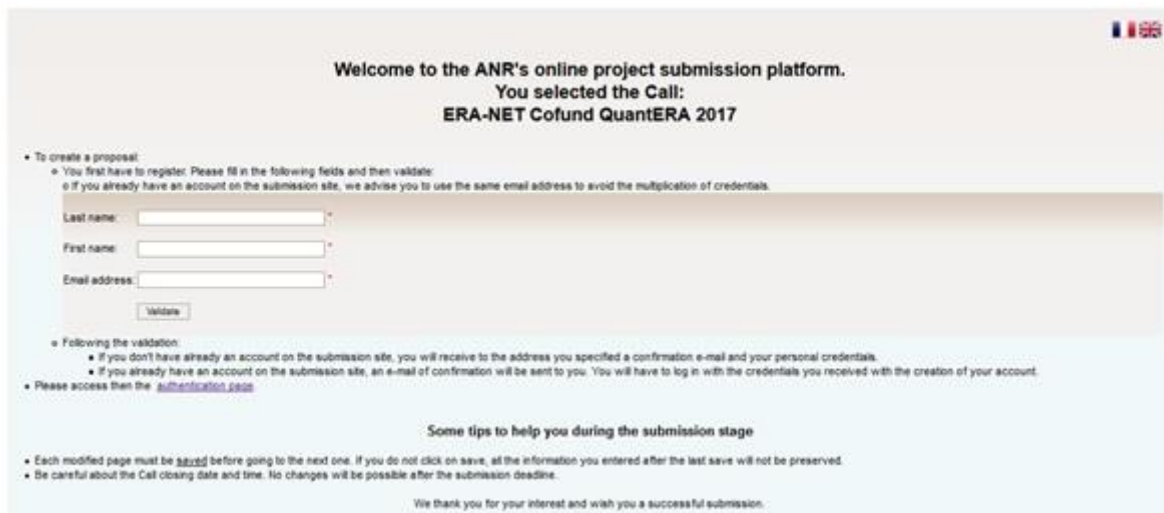
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The submission process for the QuantERA Call 2017 relies on the French National Research Agency (ANR) platform. Click on the Union Jack flag to see the English version.

1. Pre-proposal Creation Request / Account Creation

The project coordinator is in charge of submitting the pre-proposal. To submit a pre-proposal, you need to **request a pre-proposal creation**. For this, go to:

https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1140



Welcome to the ANR's online project submission platform.
You selected the Call:
ERA-NET Cofund QuantERA 2017

- To create a proposal:
 - You first have to register. Please fill in the following fields and then validate:
 - if you already have an account on the submission site, we advise you to use the same email address to avoid the multiplication of credentials.

Last name:
First name:
Email address:

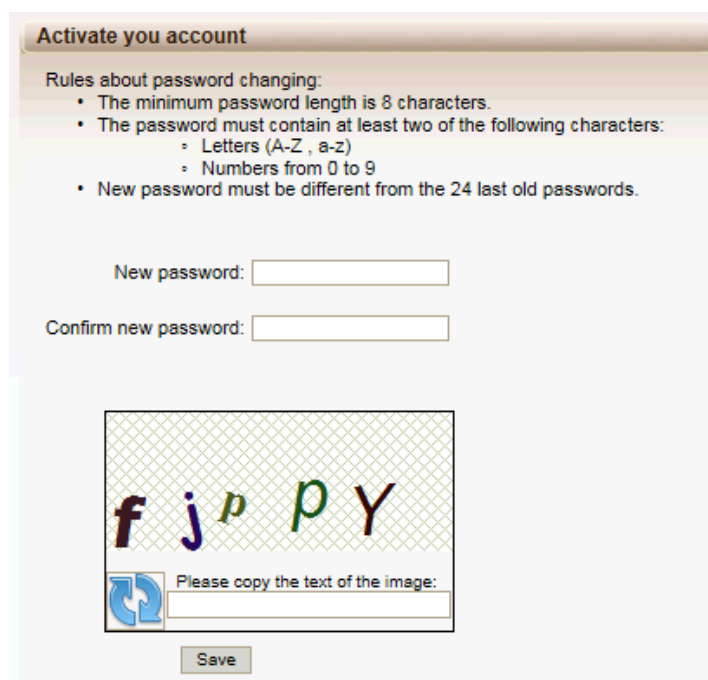
- Following the validation:
 - if you don't have already an account on the submission site, you will receive to the address you specified a confirmation e-mail and your personal credentials.
 - if you already have an account on the submission site, an e-mail of confirmation will be sent to you. You will have to log in with the credentials you received with the creation of your account.
- Please access then the [authentication page](#)

Some tips to help you during the submission stage

- Each modified page must be **saved** before going to the next one. If you do not click on save, all the information you entered after the last save will not be preserved.
- Be careful about the Call closing date and time. No changes will be possible after the submission deadline.

We thank you for your interest and wish you a successful submission.

Note: **if the E-mail address you entered does not correspond to a pre-existing account**, then the system creates your account and send you an E-mail with a link to **activate your account** (see below). Check your spam box if you have not received this E-mail.

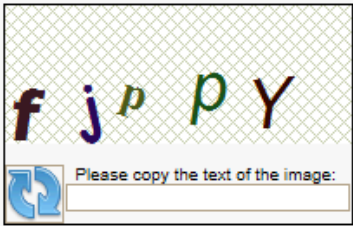


Activate you account

Rules about password changing:

- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
 - Letters (A-Z, a-z)
 - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

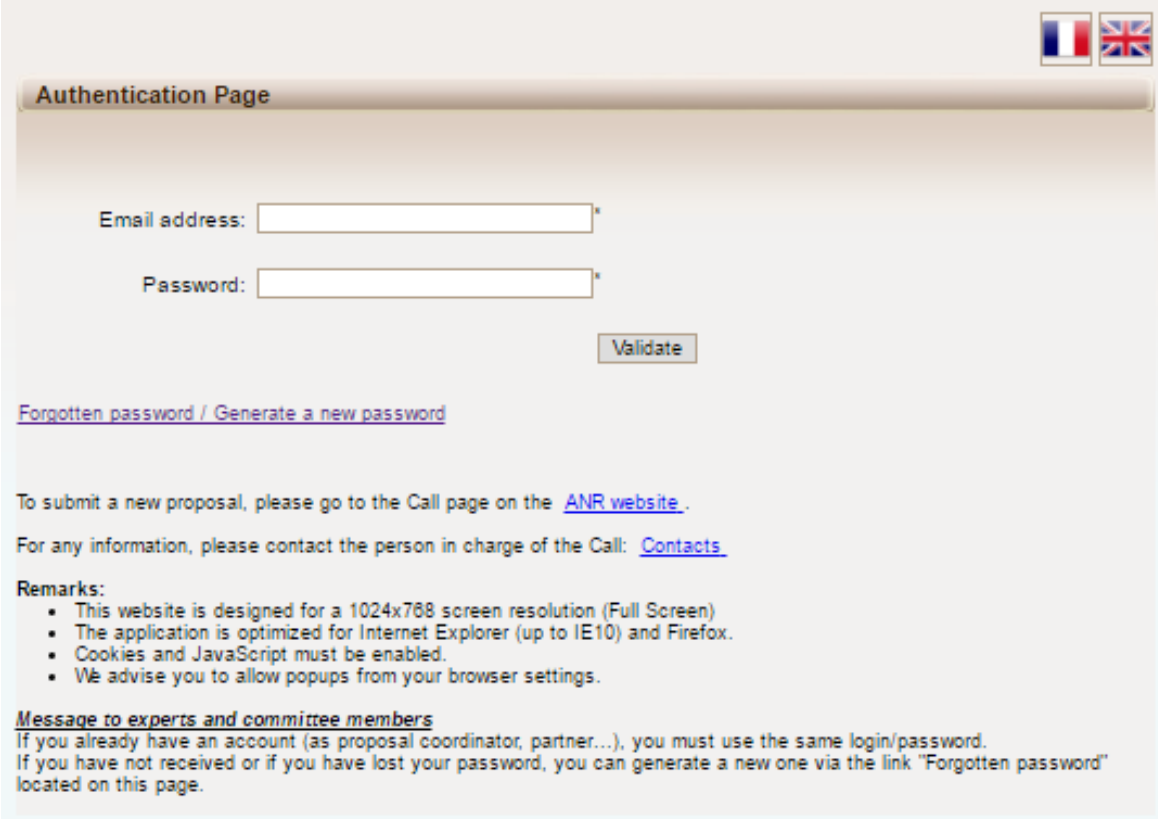
New password:
Confirm new password:



Please copy the text of the image:

2. Pre-proposal Creation / Pre-proposal Access

Once you have requested the creation of your proposal (see section 2.) , go to the authentication page of the platform <https://aap.agencerecherche.fr> to **create your pre-proposal**. Connect to your account.



The screenshot shows the 'Authentication Page' of the AAP platform. It features a header with the French and UK flags. The main content area contains two input fields: 'Email address:' and 'Password:', both with asterisks indicating they are required. A 'Validate' button is positioned below the password field. Below the form, there is a link for 'Forgotten password / Generate a new password'. Further down, there is a message: 'To submit a new proposal, please go to the Call page on the [ANR website](#).' followed by 'For any information, please contact the person in charge of the Call: [Contacts](#).' A 'Remarks:' section lists technical requirements: 'This website is designed for a 1024x768 screen resolution (Full Screen)', 'The application is optimized for Internet Explorer (up to IE10) and Firefox.', 'Cookies and JavaScript must be enabled.', and 'We advise you to allow popups from your browser settings.' Finally, a 'Message to experts and committee members' section states: 'If you already have an account (as proposal coordinator, partner...), you must use the same login/password. If you have not received or if you have lost your password, you can generate a new one via the link "Forgotten password" located on this page.'

Select the 'Project coordinator' role.



The screenshot shows a form titled 'Choose your user role :'. It contains a dropdown menu labeled 'Role :' with 'Project Coordinator' selected. Below the dropdown is an 'Access' button.

If you have already created your pre-proposal click on the name of your pre-proposal.

Otherwise:

i. Click on the 'Submit a proposal' link

AAP: None - Edition: None - Proposal: None

My proposals

[Submit a proposal](#) to the call for proposals: 'ERA-NET Cofund QuantERA' - 2017

List of proposals in a current call

There are no proposals

List of currently reviewed proposals

There are no proposals

List of proposals within the grant signing process

There are no proposals

List of funded proposals

There are no proposals

ii. And fill in the acronym and title of your pre-proposal

Identification of the project

In order to facilitate the access to this project, please fill in the following fields.
These remain editable until the call deadline

Project acronym

Project title

3. Pre-proposal Fields to Fill-in

Once you have provided the acronym and the title you will have access to additional fields to fill-in. They are organised in tabs.

Note: **The system does not check the eligibility criteria**. For instance, the system allows to select 30 months for the project duration, but only either 24 or 36 months are eligible.

AAP: ERA-NET Cofund QuantERA - Edition: 2017 - Proposal: Test QuantERA

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | Submission of the project

Partnership
The project coordinator defines the project partners/organisations. At each addition, an email is sent to the new collaborator with the necessary information

Display: By country

	Partner/Organisation's name	Initials	Category	Requested funding (€)	Civ	First name	Last name	Email address	Role	Title	Coord	Non French partner/organisation	Partner/Organisation without requested funding	Research Funding Organisation
<input type="checkbox"/>	(1)			0.00	Mr	Mathieu	GIRERD	mathieu.girerd@gmail.com	PI	Researcher/Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR

[Modify](#)

i. Partnership and tasks Tab

Under this tab, the coordinator must fill in the consortium composition and provide basic information about each partner. Partners can be added, edited and deleted.

Note: The partner added is notified and is granted access to modify her/his own information. The pre-proposal level information can be modified by the coordinator only. The coordinator has also the possibility to lock the pre-proposal so that the partners cannot modify it. The partners do not need to log in, the coordinator has the possibility to fill-in their partner level information.

AAP: ERA-NET Cofund QuantERA - Edition: 2017 - Proposal: Test QuantERA

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | Submission of the project

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<input type="checkbox"/>	(1)			0.00	Mr	Mathieu	GIRERD	mathieu.girerd@gmail.com	PI	Researcher/Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR
<input type="checkbox"/>	Austria (1)	ÖAW	Public Laboratory	0.00	Mr	Bob	Alice	mathieugirerd@yahoo.fr	PI	PhD student, post-doctorant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FWF

[Modify](#) [Modify](#)

ii. Partners/Organisations files Tab

For each partner, you must indicate:

- *Administrative data* sub-tab: **Partner country**, **Partner category**, **Name of the partner**, **Initials of the partner**, **Research Funding Organisation**, and the **team members** (if already known, see below).

To proceed: Select a partner, go to the *Administrative data* sub-tab.

Note: **You can safely ignore the other fields.**

Civility	First name	Last name	Title	Email
<input type="checkbox"/>	alice	bob		bob.alice@anr.fr

Add new member Delete selected members

- *Financial data* sub-tab: **Requested funding (€)**, and **Full cost (€)**.

To proceed: Select a partner, go to the *Financial data* sub-tab.

Note: **You can safely ignore the Detailed entry.**

Partners/Organisations files Identity of the project Scientific abstracts Scientific document Submission of the project

Consortium

Name or initials of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Non French partner/organisation	Partner/Organisation without funding requested	Research Funding Organisation
France (1)	0.00	0.00	0.00	0.00	0.00				
Select CNRS (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR
Austria (1)	0.00	0.00	0.00	0.00	0.00				
Select OAW	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FWF
Poland (1)	0.00	0.00	0.00	0.00	0.00				
Select UoW	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCN
Total	0.00	0.00	0.00	0.00	0.00				

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

Administrative data **Financial data**

Detailed entry

Full cost (€) 0.00 Requested Funding (€) 0.00

Save Cancel

iii. Identity of the project Tab

You must enter the following information: **Project Acronym**, **Project English title** (copy and paste the project title in this field), **Duration in months** (select either 24 or 36. 30 is not allowed in this call), **Key words**, **Follow-up project previously funded** (select No).

Note: **You can safely ignore the other fields.**

The screenshot shows the 'Identity of the project' tab with the following fields and options:

- Mandatory informations to validate form:**
 - Project Acronym (Acronym of Test Project)
 - Project French title (Title of Test Project)
 - Project English title (Title of Test Project)
 - Duration in months (36)
 - Financial instruments (Not applicable)
 - Primary societal challenge (Not applicable)
- Key words (please separate each word with semicolons): Key word 1; Key word 2; ...
- Did you register the project at a previous edition? (Year, Project Acronym)
- Follow-up project previously funded (No, Acronym of the project)
- Is the project linked to a programme: [Investments for the Future programme \(IFI\)](#)?

At the bottom, there is a table for 'List of Research Funding Organisation':

Research Funding Organisation	Associated to the project	Associated to the partner(s)/organisation(s)
FCR	<input type="checkbox"/>	<input type="checkbox"/>
RCN	<input type="checkbox"/>	<input type="checkbox"/>

iv. Scientific abstracts Tab

Here you must **copy and paste** in the unique field named *Non-confidential abstract or summary in English* **the text of the "Summary of the project" AND "Relevance to the topic addressed in the call" section of the Pre-proposal Form.**

The screenshot shows the 'Scientific abstracts' tab with a large text area for the 'Non-confidential abstract or summary in English' (number of characters: 216 / 4000). The text area contains the following instructions:

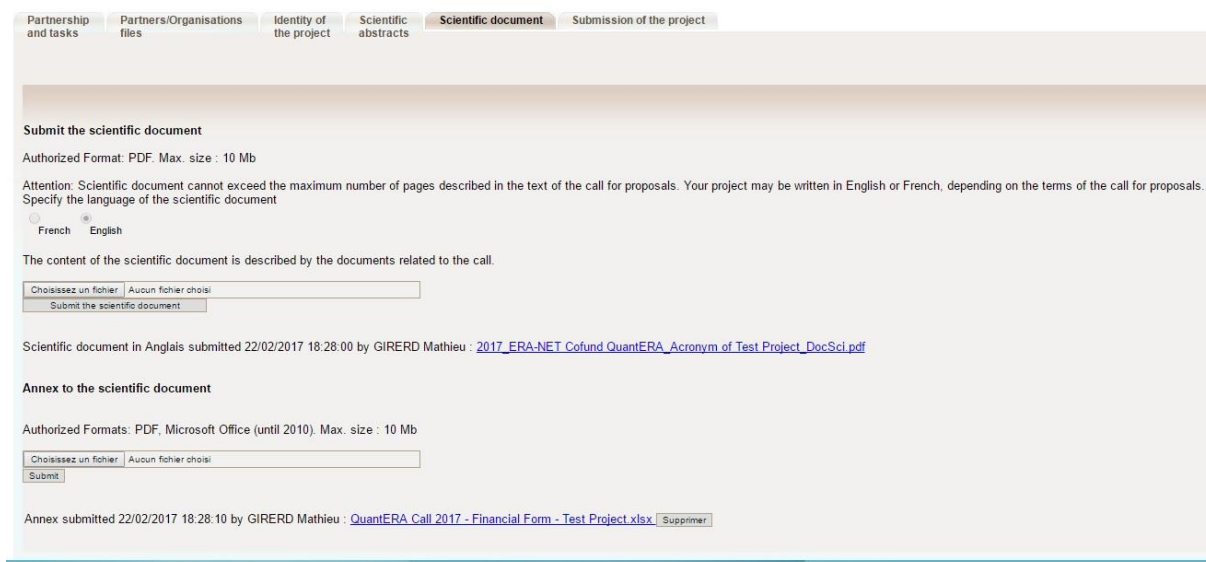
I copy and paste here the text of the "Summary of the project" section of the Pre-proposal Form.
I copy and paste here the text of the "Relevance to the topic addressed in the call" section of the Pre-proposal form.

At the bottom of the text area, there are 'Save' and 'Cancel' buttons.

v. *Scientific document Tab*

Upload here the Pre-proposal Form AND Financial Form.

The templates are available at the QuantERA website: <http://www.quantera.eu/co-funded-call/call-2017>. The Pre-proposal Form must be uploaded in PDF format and the Financial Form as annex in Excel format.



The screenshot displays the 'Scientific document' tab within a submission portal. At the top, a navigation bar includes tabs for 'Partnership and tasks', 'Partners/Organisations files', 'Identity of the project', 'Scientific abstracts', 'Scientific document' (which is active), and 'Submission of the project'. Below the navigation bar, the main content area is titled 'Submit the scientific document'. It specifies the authorized format as PDF with a maximum size of 10 Mb. An attention note states that the document cannot exceed the page limit defined in the call for proposals and that the language can be English or French. There are radio buttons for 'French' and 'English', with 'English' selected. A section titled 'The content of the scientific document is described by the documents related to the call.' contains a file selection box with the text 'Choisissez un fichier' and 'Aucun fichier choisi', and a 'Submit the scientific document' button. Below this, a message indicates a document was submitted on 22/02/2017 at 18:28:00 by GIRERD Mathieu, with a link to the file '2017_ERA-NET Cofund QuantERA_Acronym of Test Project_DocSci.pdf'. Another section, 'Annex to the scientific document', specifies authorized formats as PDF and Microsoft Office (until 2010) with a 10 Mb limit. It also features a file selection box and a 'Submit' button. A final message shows an annex submitted on the same date and time by GIRERD Mathieu, with a link to 'QuantERA Call 2017 - Financial Form - Test Project.xlsx' and a 'Supprimer' button.

vi. Submission of the project Tab

This tab allows the coordinator to lock and unlock the project proposal. When the proposal is locked, the other partners cannot modify their information. The tab also provides information on the proposal validity.

The pre-proposal will be considered for review if both the Pre-proposal Form and the Financial Form have been available and if the information requested in the other tabs is provided (in particular, you can safely ignore the alerts regarding the French partner(s)' missing data).

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: Partnership and tasks, Partners/Organisations files, Identity of the project, Scientific abstracts, Scientific document, and Submission of the project (which is highlighted). The main content area is titled 'Submission of the project' and contains the following information:

The closing date for call for proposals is **15/03/2017 until 17:00** (DD/MM/YYYY; Current local time in Paris, France)

Project status : Submitting

Your application will automatically be considered submitted if all the following conditions are met :

- the scientific document has been submitted
- the grant amount requested for the project is non-zero at the closing of the call for proposals

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.
The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

Checking fields

Please note that the computer system is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:

Proposal:

Partners/Organisations:

- * The following partners have not entered all of the required fields under administrative data :
- Partner/organisation no. 1 : CNRS

Administrative and financial document of the project